



## UNITED STATES PATENT AND TRADEMARK OFFICE

FORM CD-260  
REV. 6-86  
DAO 202-335

### MERIT PROMOTION

Announcement No: **FGZ-06-0120-MP**  
Issue Date: **09/08/06**  
Closing Date: **09/22/06**

# VACANCY ANNOUNCEMENT

**TITLE, SERIES, AND GRADE**

Management & Program Analyst  
GS-0343-13  
Position is at the full performance level  
Salary Range: \$77,353-\$100,554 per annum  
Work Schedule: Full-times  
Competitive Service  
Non Bargaining Unit  
**POSITION SENSITIVITY: This is a  
Moderate Risk position which requires a  
Minimum Background Investigation (MBI).**

**VACANCY LOCATION**

U.S. Patent and Trademark Office  
Director of Patent Publications  
Alexandria, VA

**AREA OF CONSIDERATION**

USPTO employees with status  
DOC Surplus, displaced employees  
CTAP/ICTAP Eligible

**DUTIES:** Works under the Director of Patent Publications performing programmatic operations and management studies in a variety of areas, which are concerned with the effectiveness, and efficiency of programs and operations of Patent Publications. Designs and conducts operational studies where the boundaries relate to Publications/ Patents programs and operations. The studies are to improve efficiency by identifying, proposing, and devising new organizational operational requirements to support Patent application processes. Individual analyzes, designs and implements enhancements to new and existing automated programs. Individual develops new program policies, regulations and procedures.

**SUMMARY OF QUALIFICATION REQUIREMENTS:**

Applicants must have one year of specialized experience which has equipped them with knowledge, skills, and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the next lower grade in the Federal Service. Specialized experience is conducting detailed analysis and review of program operations and procedures and directing studies of program reviews. Status applicants considered under Merit Program Procedures are subject to time-in-grade requirements in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan. To be considered well qualified, CTAP/ICTAP candidates must meet the middle level of a three level ranking system for all evaluation factors listed below.

**EVALUATION OF QUALIFIED CANDIDATES: APPLICANT WILL BE RATED ON THE BASIS OF EXPERIENCE, TRAINING, AWARDS, SUPERVISORY APPRAISALS, AND THE FOLLOWING FACTORS. FAILURE TO ADDRESS EACH FACTOR MAY HAVE AN IMPACT UPON YOUR RANKING.**

1. Experience and ability to analyze and evaluate program operations for effectiveness, efficiency and quality.
2. Knowledge of automated information system operations including: user-system integration; system integration and intersystem dependencies and interfaces; assessing impact and prioritization amongst technical issues and user needs; and ensuring the integrity of the system and its data.
3. Knowledge and experience in project management principles, methods and software applications.
4. Demonstrated ability to communicate in writing and orally with individuals and groups with diverse interests to accomplish program goals and objectives.

**SELECTIVE FACTOR: Candidate must possess the following for consideration: Not Applicable**



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### HOW TO APPLY - SUBMIT THE FOLLOWING:

1. Candidates may submit an OF-612, Optional Application for Federal Employment, or resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
4. Statement of qualifications relating to the Ranking Factors.
5. CTAP/ICTAP candidates must apply for the vacancy, submit proof of eligibility for consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. commuting area.

**FOR SPECIFIC INFORMATION CALL: GAIL ZAMPERINI (571) 272-6182 TDD# 1-800-828-1120 or Relay System**

For more employment opportunities visit our web site at [WWW.USPTO.GOV](http://WWW.USPTO.GOV)

#### MAILING ADDRESS:

US Patent and Trademark Office  
Mail Stop 171  
Office of Human Resources  
P.O. Box 1450  
Alexandria, VA 22313-1450

#### WHERE TO APPLY IN PERSON:

US Patent and Trademark Office  
Office of Human Resources  
Elizabeth Townhouse  
Customer Service Center, 1A79  
550 Elizabeth Lane  
Alexandria, VA 22314

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.

### VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

#### I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. **The announcement number, title and grade of the position for which you are applying.**
  - a. Hours per week,
  - b. Salary
  - c. Indicate if we may contact your current supervisor.
2. **Personal information**
  - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
  - b. Social security number
  - c. Country of citizenship
  - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
  - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
  - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
  - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
  - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
  - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or

**NOTICE TO ALL APPLICANTS:** US Patent and Trademark Office programs are accessible to people with disabilities. This document will be converted to an appropriate alternative form for applicants with disabilities. Requests for this or other assistance and accommodation should be directed to the contact above.



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graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).

### 4. Job-Related Work Experience (Paid and Non paid)

- a. Job title (include series and grade if Federal)
- b. Duties and accomplishments
- c. Employer's name and address
- d. Supervisor's name and telephone number
- e. Starting and ending dates (month and year)
- f. Hours per week,
- g. Salary
- h. Indicate if we may contact your current supervisor.

### 5. Other Qualifications

- a. Job-related training courses (title and year)
- b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
- c. Typing and/or stenography speed
- d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
- e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

## II. CTAP/ICTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. commuting area.

## III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
12. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
13. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
14. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
15. Relocation expenses will not be covered.